

Tentative Parcel Map: Replacement Map

305 [Ownership Disclosure](#)

346 [Discretionary Permit Application](#)

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package **MUST BE** complete.

NOTES:

1. Eleven (11) copies of the map. Folded to 8 ½" x 11" with lower right-hand corner exposed.
2. Take in with documents and/or money per scoping letter. (On occasion, an applicant will submit a replacement map on his own volition. If this is the case, there will be no scoping letter.)
3. Tape receipt to 8 ½" x 11" sheet of paper.
4. Make sure PDS-346 and scope screen in ACCELA reflect the correct RPL number. If necessary, pull folders to obtain correct RPL number.
5. Collect \$710 PDS Review Teams Fee and \$133 DEH Review Fee if the property is on sewer.
6. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.